

OFFICE OF TRAINING BULLETIN

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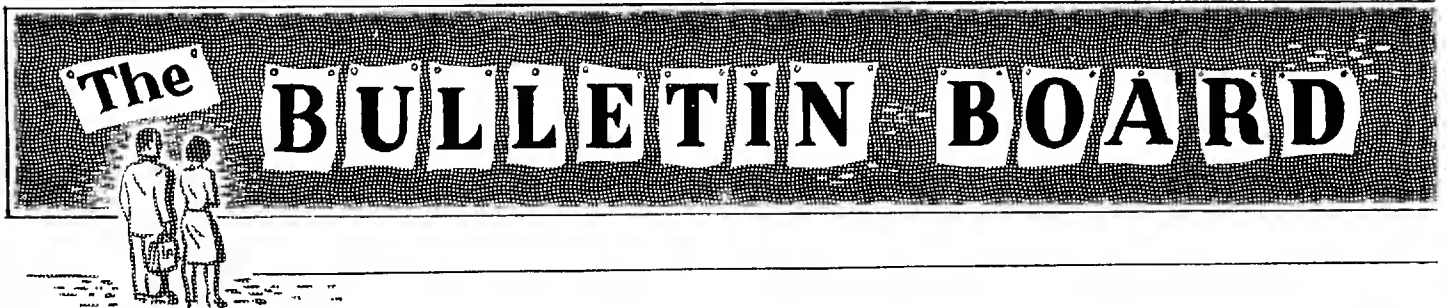
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PREFACE

In addition to the four regular sections of the OTR Bulletin this Clandestine Services edition contains a fifth part in which there are summaries of courses given by the Operations School. We have shown the scheduled dates, the length of the course and the general location of the instruction.

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INTELLIGENCE REVIEW COURSE PLANNED FOR FALL

The Intelligence School of OTR will conduct an Intelligence Review Course this fall. The course is tentatively scheduled to be given during the mornings of the two weeks, 17 to 28 October 1960.

The course is designed to provide an opportunity for experienced personnel in mid-career to review the current status of the intelligence profession and to discuss organizational changes and relationships that might affect their duties and responsibilities to the Agency. It opens with an authoritative estimate of the world situation as a background against which intelligence activities are directed. Intelligence objectives and requirements and the current status of the Intelligence Process in fulfillment of them are reviewed. Broad categories are those of Collection, Communications, Dissemination, Research, and Production.

The Agency's development under the Central Intelligence concept and the present organization to meet its responsibilities are then examined and followed by a review of the development and functioning of the intelligence community and current problems of coordination. The support structure of the Agency and the role of support in intelligence activities are discussed. The present status of such personnel policies as retirement, insurance, and career development are also included. Final sessions are devoted to a review of the current status of International Communism and a comparison of the Sino-Soviet bloc with the U. S. as a World Power. Some reading time is provided and ample discussion periods follow each lecture and panel.

25X1A9a Inquiries about the course should be directed to [REDACTED], extension 3343.

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MANUAL ON INTELLIGENCE INFORMATION REPOSITORIES AVAILABLE

The Intelligence Production Faculty of the Intelligence School, OTR, has issued a revised version of the manual on intelligence information repositories. This manual is an element of the seven-part text entitled Intelligence Research Facilities and Techniques which is used in OTR's course in Intelligence Research (Techniques) and in the training of JOTs assigned to Offices in the DDI.

The seven parts of the text are:

Part A - The Analyst's Place in the National Security Structure, Second Edition, 15 April 1959.

Part B - Research Planning, Second Edition, 1 June 1959.

Part C - Intelligence Information Repositories, Second Edition, 1 July 1960.

Part D - Assembly of Data by Analysts, First Edition, 25 February 1959.

Part E - Intelligence Collection and Production, First Edition, 1 October 1958 (now under extensive revision).

Part F - The Analytical Process--Techniques and Tools, Preliminary Draft, 5 March 1959.

Part G - Mechanics of Report Preparation, First Draft, 1 March 1959.

The newly revised Part C gives essential details on the capability of various classified and unclassified information repositories to support the intelligence analyst. They are discussed under three principal groups: analysts' specialized files; general repositories such as CIA Main Library, the intelligence libraries of major USIB agencies, and the Library of Congress; and specialized repositories, including those specializing in maps, photos, and biographic, scientific and technical communications, medical, trade, industrial, and other types of information. The use of consultants is also discussed in Part C. An annex contains a detailed discussion of analysts' files, their advantages and disadvantages, their organization, and methods limiting their expansion.

Copies of any part of the text may be obtained from the Intelligence Production Faculty, Room 2034 R&S Building, extension 3987 or 4168.

INTELLIGENCE LITERATURE AWARD

The Board of Editors of the Studies in Intelligence is offering an annual award of \$500 for the most significant contribution to the literature of intelligence submitted by individuals in the intelligence community for publication in the Studies. If two or more articles are considered of equal excellence the award will be divided. If none is considered of significant merit no award will be made.

The Board will review articles in the 1960 publication year and will announce its decision in the first issue of Volume V, 1961.

Articles for the Studies may be written on any theoretical, doctrinal, operational, or historical aspect of intelligence and will be judged primarily on substantive originality and soundness; secondarily, on literary qualities. They should be directed to the Editor, Studies in Intelligence, Office of Training.

LOGISTICS SUPPORT COURSE: FALL CLASS TO BEGIN SEPTEMBER 1960

Logistics Support Course (No. 21), the Fall class, is scheduled from 12 September to 21 October. This six-weeks course is supplemented by tours to the Agency's warehouse and its printing facilities.

Instruction is divided into two phases. Phase I - Headquarters (12 September - 7 October) is for four weeks and consists of lectures, discussions, and case-problems in Agency supply, procurement, transportation, real estate, and organization and function of printing services. Lectures and study materials also deal with Logistics planning, Type II station accountability, and the headquarters and overseas responsibilities of a logistics officer. Phase 2 - Field Training (10 October - 21 October) is two weeks and consists of student participation in Logistics field activity. This covers Financial Property Accounting (FPA), stock control, M/R accounts, and field supply problems. Instruction also is given in specific aspects of the logistics support of covert operations, air operations, maritime operations, and ordnance supply.

Class sessions are supported by selected training films, seminars, and by student participation in a field support problem. A student may take only one phase of the course but this arrangement should be discussed with [REDACTED] the Training Officer, of the Logistics Office before registration.

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To register or for information on the course, call [REDACTED] on extension 2596.

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NEW RUSSIAN COURSES OFFERED IN SEPTEMBER

The Language and Area School has four part-time courses in Russian scheduled from 26 September '60 to 21 January '61. Two of these (the refresher courses) are new. We are summarizing each and recommend that you direct any inquiries about them to the instructor, [REDACTED] on extension 2873.

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Applications should be sent to the Registrar's office no later than Monday, 12 September. LAS requires that an applicant is interviewed by the instructor before enrollment will be approved. Training Officers should make arrangements for the interviews and the School will notify the Training Officer of the individual's acceptance.

Russian Intermediate Interpreter Course

OBJECTIVE: To provide training at the intermediate level for interpreter work.

PREREQUISITES: Top Secret clearance
Ability to speak, read, and write Russian at the intermediate level

ENROLLMENT: 2 to 4

LENGTH: 15 weeks: 5 three-hour classes per week,
plus 4 hours of recommended laboratory drill

LOCATION: Headquarters

The purpose of the course is to provide semi-intensive training in Russian language interpreting. Emphasis will be on oral-aural practice in "situations" approximating those encountered by interpreters performing work both in the U. S. and overseas. Especially prepared materials will serve as the basis for the conversational work. Daily drill on points of grammar which are of special difficulty in Russian will be included.

The course also provides an opportunity for the students to begin preparation for the State Department Interpreter Examination given by the Language Services Division of the Department of State. Upon completion of the course the student should be able to perform simple tasks of the language-escort type.

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Russian Advanced Interpreter Course

OBJECTIVE: To provide instruction at the advanced level for interpreter work

PREREQUISITES: Top Secret clearance
Intermediate Interpreter Course or equivalent

ENROLLMENT: 2 to 4

LENGTH: 15 weeks: 3 two-hour classes per week, plus two recommended hours of laboratory work

LOCATION: Headquarters

The course is similar to the Russian Intermediate Interpreter Course but is less intensive in nature. The materials and situations set up for oral-aural exchange will be of increased complexity and scope. Grammatical explanation will be handled incidentally, as questions arise in class work.

Participation in the course will provide Agency personnel an opportunity to prepare for the Interpreter Examination given by the Language Services Division of the Department of State. Normally, those completing the training are expected to qualify as "language escorts," and in some cases, interpreters (conference or escort-type).

Russian Intermediate Refresher Course (Reading)

OBJECTIVE: To maintain and improve fluency in reading at the intermediate level

PREREQUISITES: Top Secret clearance
Intermediate knowledge in reading Russian

ENROLLMENT: 4 to 8

LENGTH: 15 weeks: 1 three-hour class per week, plus 3 hours of preparation

LOCATION: Headquarters

This course is designed for individuals who wish to maintain and improve previously acquired knowledge of Russian reading. One hour each week will be devoted to grammatical review and drill. The remaining two hours will consist of reading practice and translation from newspaper-type materials. Insofar as possible, reading assignments will be based on materials selected from students' fields of specialization.

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Russian Intermediate Refresher Course
(Reading, Speaking, Writing)

OBJECTIVE: To maintain fluency in reading, speaking, and writing Russian at the intermediate level

PREREQUISITES: Top Secret clearance
Ability to read, speak, and write Russian at the intermediate level

ENROLLMENT: 4 to 8

LENGTH: 15 weeks: 1 three-hour class per week, plus two recommended hours of laboratory drill

LOCATION: Headquarters

This course is designed for individuals who wish to maintain and strengthen their previously acquired ability to speak, read, and write Russian. Each week one hour will be devoted to grammatical review and drill. The remaining two hours will consist of oral-aural exchange on a variety of topics. A small amount of practice will be provided in writing Russian.

OFFICES OF LAS IN PROCESS OF RELOCATION

Beginning sometime in August there will be a relocating of offices of the Language and Area School. Most of its activities will be moved to Arlington Towers. The Voluntary Training Program, however, will continue in Quarters Eye.

Presently there is no instruction being given at the new location, although the offices of some of the instructors have already been set up there. OTR will keep Training Officers informed of major changes. All new extensions are listed in the Directories, page 37.

At this time shuttle service is limited. The bus leaves from 26th and Water Streets at 0835, 1145, and 1245 and takes the route past I, J, K, and L Buildings directly to the Towers. An employee may board the shuttle at any authorized stop along the route. Departures from the Towers are at 0850, 1200, 1300, and 1645 hours.

SHOWING OF FOREIGN LANGUAGE FILMS TO BE RESUMED IN SEPTEMBER

Noon-hour showings of foreign language films have been suspended until mid-September. The next schedule will be announced in the September-October Bulletin.

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5%-IN-TRAINING REPORTS ELIMINATED

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CIA Regulation [REDACTED], "Headquarters Participation in Training," has been replaced by a revision dated 16 June 1960. Since 1956 it has been the policy of the Agency that at least five percent of the total man-hours of headquarters on-duty staff personnel would be expended in training. By revision of the basic regulation which governs participation in training, this requirement has been withdrawn. While the original applied only to headquarters, the new regulation covers all training, regardless of area of instruction. It also establishes an Agency Training Record which will show the training accomplished by each individual, and which will be maintained in the Registrar's Office, OTR.

The revision cites the Congressional policy underlying the Government Employees Training Act and establishes the policy that the Agency will generally follow provisions of the GETA as fully as possible, yet consistent with the Agency's operational and security requirements.

It also designates responsibilities for training employees and emphasizes internal training through facilities of the Office of Training and other components. Definitions of training and the requirement whereby training is reported are carried over from the original regulation.

SEMINAR ON PRINTING SERVICES TO BE HELD IN OCTOBER

The third of a series of Printing Services Seminar will be given by the Office of Logistics during the mornings of 18, 19, and 20 October. Classes on the first and third days will meet in 117 Central. A tour of the printing plant is scheduled for the second morning. Applications must be sent through Training Officers to [REDACTED] TO/OL, 2C49 25X1A9a Quarters Eye, no later than 10 October.

The Printing Services Division has this seminar for personnel who are responsible for preparing, ordering, or authorizing printing within Offices of the Agency. It is also helpful to those who use the services provided by the Division.

Illustrated lectures cover printing and photographic processes, and actual operation is detailed more fully in the tour of the plant. During the lectures on the third day there is considerable emphasis on cost estimating and selection of printing processes in line with economy. The seminar closes with a question-and-answer session, then a written critique.

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SKILLS QUALIFICATION TESTS IN TYPING AND SHORTHAND

Clerical employees of the Agency who have to meet the official standards in typewriting and in shorthand may take these tests at 1300 hours on 22 August, 6 September, or 26 September. They are given by the Clerical Training Staff in Room 508, 1016 16th Street.

In a Special Bulletin to all Training Officers, dated 23 June 1960, OTR announced the new typewriting standards by which clerical personnel are qualified officially. The scale conforms to that used by the Civil Service Commission and the Agency's use of it went into effect on the first of July.

Previously the measurement of a qualified typist was no less than a net of forty words correct, per minute, without consideration of the gross number typed in that minute. Completing 60 words a minute a candidate could have twenty errors, yet qualify. According to the new scale of accuracy, this same candidate would be allowed no more than twelve errors in order to meet the Agency's standards.

The scale which is also included in the Special Bulletin shows the gross number of words per minute, from 45 to 80, and the corresponding allowable errors and net words. Inquiries about the new standards should be addressed to [REDACTED] of the Clerical Training Faculty.

Anyone to be tested in either typewriting or shorthand, or both, should be registered with Clerical Training (extension 2100) by his supervisor or by a Personnel Placement Officer. Tests are corrected by Clerical Training, and a report of the results is sent to the employee's supervisor. If the employee doesn't qualify he is required to wait five weeks before being retested. In preparation for the tests supervisors may enroll their personnel in refresher classes scheduled regularly by the Office of Training.

SIX-MONTH SCHEDULE OF LANGUAGE PROFICIENCY TESTS DISTRIBUTED

In the Agency's Notice [REDACTED] there is a list of scheduled dates of foreign language proficiency tests. This schedule is of primary interest to employees who need to take a test to qualify for Maintenance Awards. However, anyone who wants to take a test to determine basic competency or his degree of improvement over a previously tested level in a language can take it on any day it is scheduled.

The Agency's objective of verifying proficiencies which are still on record in the Language Qualifications Register will necessitate additional testing dates. These will be scheduled later but only for the popular languages. Employees who have to take tests in the other languages can be accommodated according to the [REDACTED] schedule.

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ADMISSION OF DEPENDENTS TO ORIENTATIONS AND BRIEFINGS IN OTR

Selected orientations and briefings conducted by the Office of Training are open to adult dependents of Agency employees and, when there is adequate justification, the Director of Training may grant approval for their enrollment in other courses given by the Office. One of these programs--the Americans Abroad Orientation--may be attended by dependent children.

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The Dependents' Briefing, conducted by the Orientation and Briefing Officer, OTR, is open to dependents of employees who are taking an assignment overseas and who can be registered in accordance with provisions [REDACTED] Through arrangements made by the Chief, JOTP, the Orientation and Briefing Officer also presents the JOTP Wives' Briefing for the wives of new Junior Officer Trainees.

The Language and Area School/OTR conducts regional and country orientations in its Americans Abroad Orientation series. These orientations are for employees who are going to a foreign country for the first time. If the Agency employee is unable to attend with his adult dependent, the latter may do so alone. Under limited circumstances a dependent child may attend. He must be at least 16 and have permission of the course instructor and the endorsement of the employee's Office in order to be admitted, and then he must be accompanied to the briefing by the adult. Although only Agency employees may attend the Introduction to Overseas Effectiveness course they are encouraged to discuss unclassified subject matter with their dependents and they may also borrow unclassified reading material for their dependents' use.

Foreign language training may be provided by OTR to adult dependents who are designated for work overseas. In order to do this OTR requires endorsement of the training by the Head of the employee's Office. This endorsement is based on the value of the language skill to the Agency in terms of the dependent's general effectiveness at the assigned station.

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While there is no regular program of training to prepare Agency dependents for employment overseas, individual requirements for such training may be honored within OTR's capabilities provided the requested training receives approval of the Office of Security as well as the endorsement of the sponsoring component. Registration procedures for all dependents as established [REDACTED] and by OTR continue to apply.

AGENCY POLICIES AND RESPONSIBILITIES FOR EXTERNAL TRAINING MORE CONCISE IN REVISED REGULATION

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The revised Agency Regulation [REDACTED] governing training at non-Agency facilities under the Government Employees Training Act of 1958 was published on 23 June 1960. The Act authorizes the Agency to use other

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Government training facilities to the extent necessary, and on that same bases, to enter into agreements and arrangements for training at non-Government facilities. By an Executive Order (18 February 1959) the Agency was excepted from supervision and control by the Civil Service Commission, and from certain other administrative requirements of the Act.

In addition to a clarification of the responsibilities of officials in the Agency, there is a provision in the regulation wherein employees selected for external study may be required to enter into a written agreement to continue in service with the Agency for a stipulated period of time. (This agreement appears on page 12.)

Agency Form 136, Request for Training at Non-CIA Facility, is used to apply for any external programs with one exception--as the regulation states--and that is in the case of employees selected for senior officer colleges.

While the regulation was under revision, the Office of Training initiated a revision of Form 136. The multi-copy, fanfold original has been replaced by a one-page text. When approvals within the parent office are completed, the original and two copies are sent to the Office of Training. The Chief, External Training Branch in OTR retains a copy and it is he who assumes responsibility for sending a copy to the Office of Security and for sending the original to the Comptroller's Office.

In a limited number of cases, the Office of Training may require more information than that which is on the form. This may be needed by a Qualifications Review Panel. At that time C/ETB will discuss the specifics of the additional requirement with the sponsoring office. The form is shown on page 26.

LANGUAGE AWARDS NOW RECOMMENDED BY HEADS OF CAREER SERVICES OR OPERATING OFFICIALS

25X1A

One of the changes introduced in the revised Agency regulation on the Language Development Program [REDACTED] is the responsibility of Operating Officials or Heads of Career Services in recommending their personnel for foreign language proficiency awards.

When an employee takes a language test he indicates on a Certification of Language Proficiency (Form 1273a) that the test is not only for the purpose of determining a level of skill, but also for an award. If his test scores and other criteria are in order, the certification, with the Registrar's statement of eligibility included, is forwarded for official recommendation. If an award is recommended, the Registrar authorizes payment by the Comptroller's Office. In all cases, employees are

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notified of final action. This is shown on Form 1273, Language Proficiency and Awards Data, a copy of which is forwarded for retention by the employee.

Inquiries on these procedures may be directed to [REDACTED] in 25X1A9a the Admissions and Information Branch, extension 4625.

VOLUNTARY LANGUAGE TRAINING - 1960-61 SEMESTER

The 1960-61 Semester of OTR's Voluntary Language Training Program begins Tuesday, 6 September. Registration closes 12 August. No applications will be accepted after this date, except for new employees who enter on duty between 12 August and 6 September. To organize a course at a specific level it is necessary to have 5 registrants for that course.

Beginning with this semester, there will be no 101 or 102 elementary courses in French, German, Italian, and Spanish. However, 101 and 102 courses will be available in Arabic, Armenian, Chinese, Czech, Dutch, Finnish, Greek, Japanese, Norwegian, Persian, Polish, Portuguese, Russian, Swedish, and Turkish. An advanced-elementary course (103) will be conducted in German.

There will be intermediate courses (201, 202) in Chinese, French, German, Italian, Russian, and Spanish, and also a 203 class in German. Seminars are scheduled in French, German, Italian, Russian, and Spanish. For the seminars a student must have Agency-tested comprehensive ability in the language at the intermediate level.

All students in the VLTP are required to have taken the Foreign Language Aptitude Test Battery (FLATB) before enrolling for the first time. Arrangements for the test are made by Training Officers. Training Officers will also schedule employees for a language proficiency test.

Information on registration as it relates to placement in class and individual goals can be obtained from [REDACTED] on extension 2470.

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AGREEMENT TO CONTINUE EMPLOYMENT
WITH
CENTRAL INTELLIGENCE AGENCY

(Date)

In accepting assignment to training in _____

(Course)

at _____

(Name of Facility)

beginning _____ and ending _____ I understand that my assignment by the Central Intelligence Agency to this training is conditioned upon my execution of the agreement set forth below, in accordance with Section 11 of Public Law 85-507 (Government Employees Training Act).

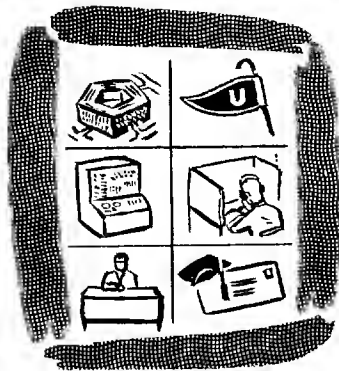
In consideration of my being furnished the above described training at Government expense, I agree to continue serving as an employee of the Central Intelligence Agency for a period of at least _____ years, which period is to begin the date of my completion of the training. I further agree that, if I voluntarily separate from my employment or am involuntarily separated for cause prior to completion of the required period of service, I will pay to the United States Government an amount equal to the additional expenses incurred by the Central Intelligence Agency in connection with my training, or an equitable portion of such expenses as may be determined by the Director of Central Intelligence. Additional expenses, as defined in Section 10, Public Law 507, 85th Congress, include (a) travel and per diem in lieu of subsistence, (b) transportation of immediate family, household goods and personal effects, packing, crating, temporary storage, drayage, and unpacking, (c) tuition and matriculation fees, (d) library and laboratory fees, (e) purchase or rental of books, materials and supplies, and (f) other services or facilities directly related to the training.

I understand that if I fail to fulfill this agreement to pay to the United States Government the additional expenses incurred by the Central Intelligence Agency for my training, a sum equal to the amount of such additional expenses of training is recoverable from me or my estate by setoff of accrued salary, pay, compensation, retirement credit or other amounts due me from the Government or by such other method as is provided by law for recovery of amounts due the Government.

It is agreed that this commitment does not obligate the Government to continue to employ me in my present or any other position or to continue to furnish training for any definite period of time.

I further understand that I may be released from the terms of this agreement only with the approval of the Director of Central Intelligence.

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External PROGRAMS

Attendance at programs outlined in this section or those programs at other approved non-CIA facilities may be sponsored by the Agency. An employee planning such sponsorship should not make any direct inquiries about enrollment at these facilities; nor should his supervisor. [REDACTED] Chief, External Training Branch, extension 8908, makes such arrangements. If an employee plans to attend at his own expense he may enroll directly, but in accordance with the Agency's security requirements.

The Admissions and Information Branch, extension 4625 or 8271, can provide details on the coverage of these programs and others to which you invite its attention. It also has information on courses at domestic and foreign schools and those of other Government Offices and of private enterprise.

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25X1C

The beginning dates of the [REDACTED] 16-week intensive courses in French, German, and Spanish are:

12 September 1960	(French, Spanish)
10 October 1960	(French, German, Spanish)
7 November 1960	(French, Spanish)
5 December 1960	(French, German, Spanish)
9 January 1961	(French, Spanish)
6 February 1961	(French, German, Spanish)
6 March 1961	(French, Spanish)

25X1C

[REDACTED] registration closes four weeks before opening dates. Requests by Agency employees to be enrolled by OTR must be sent to the Registrar at least six weeks before the beginning dates.

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MID-CAREER COURSE ON FOREIGN AFFAIRS [REDACTED]

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The next two Mid-Career courses are scheduled for 26 September 1960 and 2 January 1961. Selection is made four weeks before the course begins.

REGISTRATION DATES - FALL SEMESTER - LOCAL SCHOOLS AND UNIVERSITIES

Dates for registering at local schools for fall semester courses are as follows:

Catholic University	
Graduate	23 Sep - 27 Sep
Undergraduate	21 Sep - 22 Sep
Department of Agriculture	
Graduate School	10 Sep - 19 Sep
Georgetown University	
Institute of Language and Linguistics	22 Sep - 23 Sep
Graduate School	19 Sep - 21 Sep
School of Foreign Service	
New students	19 Sep
Old students	20 Sep - 21 Sep
George Washington University	22 Sep - 24 Sep
Howard University	14 Sep
University of Maryland	12 Sep - 17 Sep
School of Advanced International	
Studies	26 Sep
Southeastern University	1 Aug - 15 Sep
University of Virginia	
Northern Virginia Center	1 Sep - 23 Sep

Reminder:

In order that C/External Training Branch can complete procedures for Agency-sponsored courses at these institutions, requests should be sent to the Registrar at least four weeks before a registration date.

OVERSEAS AND INTERNATIONAL LABOR STUDIES - AMERICAN UNIVERSITY

The American University is sponsoring a new program in Overseas and International Labor Studies. The undergraduate program is based on the School of International Service core courses in World Politics, American Civilization, Human Behavior, Honors English and Backgrounds of Civilization. Labor Economics and United States Labor History are also required.

On the graduate level, a student may register for a program in International

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Labor Studies with one of the following objectives:

Master of International Service in Overseas and International Labor Relations (Two Years)

Master of Arts in Economics or International Relations with an emphasis in International Labor (One Year)

Master of International Service in Overseas Business Representation with an emphasis in Overseas Industrial and Labor Relations (Two Years)

Master of Arts in Area Studies--Western Europe, Soviet Russia, Middle East, South and Southeast Asia, Far East, Latin America--with an emphasis on labor in the area (One Year--plus the time necessary for a language of the area)

Doctor of Philosophy in International Relations or Economics, with an International Labor Emphasis

Doctor of Philosophy in Area Studies, with emphasis on International Labor and Labor in the area chosen.

FOREIGN AFFAIRS PROGRAM - GEORGE WASHINGTON UNIVERSITY

The School of Government at the George Washington University has set up a Foreign Affairs Program. Courses in political science, history, economics, geography, modern languages, and business are integrated into the program to provide basic knowledge of the main elements in the international field. The main emphasis is on the United States--its traditions, its social and economic institutions, and its international policies, but the framework in which other major nations and regions conduct their affairs is also stressed.

The specific curriculum does not begin until the junior year, but courses in English composition, modern foreign languages, American government, economics, American and European history, and science (or mathematics) are prerequisite.

The undergraduate curriculum is composed of (1) the "basic major," (2) a "group option," and (3) electives. Thirty-six hours in the following courses make up the basic major:

International Economics
International Law
Diplomatic History of the United States
International Politics or European Diplomatic History Since 1878
International Organization

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FOREIGN AFFAIRS PROGRAM - GEORGE WASHINGTON UNIVERSITY (cont'd)

Geography
Foreign Language--third year
Proseminar in Foreign Affairs

Fifteen hours must be taken in one of the following group options: International Political Relations, International Economic Relations, International Communications, and Area or Regional Studies. An additional nine hours in electives are needed to make up the 60 hours required during the junior and senior years.

Work leading to an M.A. in Government in the field of Foreign Affairs is a one-year program, all of which must be taken at G.W. It includes 24 semester hours of course work and a thesis. The Master's program is divided into the same group options as in the undergraduate program.

Required courses in the Foreign Affairs Program are available in both day and evening classes.

THE MAXWELL INSTITUTE ON AMERICAN OVERSEAS OPERATIONS - SYRACUSE UNIVERSITY

The third annual Maxwell Institute on American Overseas Operations will be held at Syracuse University from 14-27 August 1960. This conference-seminar on the education and training of Americans for overseas service is designed especially for policy level and advanced administrative personnel with responsibilities in recruitment, selection and supervision of overseas operations in government, business, and philanthropic-religious agencies; for technical experts about to embark on overseas assignments; and for teachers and training officers concerned with the preparation of personnel for service in foreign countries.

Topics include United States foreign policy and administration, the Soviet challenge, culture patterns and social change, problems of economic development, American business operations, and the American heritage at home and abroad.

INSTITUTE OF CRITICAL LANGUAGES: ARABIC, HINDI AND RUSSIAN

From 25 July to 3 September 1960, the Institute of Critical Languages, Windham College, Putney, Vermont, will conduct courses in Arabic, Hindi, and Russian.

The Russian School will offer an intensive program of instruction in Russian language, literature, history and culture, with particular emphasis upon critical studies in electronics; rockets; physics; chemistry;

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Soviet economics and trade; and Soviet administration, law, and education. All courses will be conducted in Russian and taught by native Russians who are experts in their fields. Dr. Marianna Poltoratzky, a professor at the Institute of Languages and Linguistics, Georgetown University, will be the director.

The Russian Secretarial School will be under the direction of Vladimir Kopeikin, who was director of the Army Language School from 1947 to 1959. Courses in Russian typing, Russian library science, Russian business correspondence techniques, and Russian grammar will be taught. All courses are to be conducted in Russian.

The Russian Teachers' Seminar will examine the latest pedagogical methods and audio-visual aids used in foreign language teaching in the U. S. and U. S. S. R., with emphasis upon the problems and techniques of teaching scientific Russian. Teachers will conduct special demonstration lectures, and a practice-teaching class composed of high school students will be organized. The seminar will meet two hours each day for six weeks. Teachers enrolled in this seminar may take any two of the other courses offered in the Russian School. Catherine Wolkonsky, professor and chairman of the Russian Department, Vassar College, will be the director.

The Arabic School will offer courses in language (grammar, composition, and conversation) and civilization. Students will speak Arabic at all times. The director will be Shawki Schwayri of Johns Hopkins School of Advanced International Studies.

The Hindi School will be under the direction of Pramod Vyas, who received his M. S. degree from the University of Baroda, India. Courses in language and civilization will be taught. Hindi will be spoken at all times, and every effort will be made to provide the student with a provocative and appropriate Indian atmosphere.

CONFERENCES FOR CORPORATION EXECUTIVES - SAIS

Conferences for corporation executives are being held in October and December 1960, and in February and April of 1961 by the School of Advanced International Studies, Johns Hopkins University, and its affiliated Foreign Services Educational Foundation. All meetings will be held in the Hotel Statler, Washington, D. C.

These conferences are planned for executives who have responsibility primarily in fields of international business. They include reviews of development in trade, investments and industry in critical geographic areas. Speakers are officials in the United States government, representatives of foreign governments, labor leaders, and business executives.

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CONFERENCES FOR CORPORATION EXECUTIVES - SAIS (cont'd)

The Agency has been assigned a quota for attendance at each. Employees who attend do so on a non-participating basis, as guests of the Foundation. Applications should be sent to the Registrar at least two weeks before the date of each conference. Training Officers will notify applicants of acceptance.

Conferences:

Africa Today (18 and 19 October 1960)

A survey of recent changes and development in Africa, south of the Sahara, and of their impact on U. S. business operations.

Economic Prospects for Great Britain and Western Europe (13 and 14 December 1960)

An analysis of the relations of these two areas to each other, and to the commercial and financial interests of the U. S.

The Current Situation in Latin America (14 and 15 February 1961)

Our annual review of trends and events in this area of vital importance to the U. S.

The Business Outlook in the Far East (11 and 12 April 1961)

A discussion of recent developments in the Far East and of their effect on American business interests in the area.

A DEVELOPMENT PROGRAM IN OPERATIONS RESEARCH - CASE INSTITUTE OF TECHNOLOGY

The Operations Research Group at Case Institute of Technology will hold A Development Program in Operations Research from 20 September 1960 through 27 January 1961. This sixteen-week, intensive education program will be conducted at the graduate level for qualified scientists and engineers with industrial and/or government experience.

The Program, consisting of five courses and one seminar, covers:

- Methods of Operations Research
- Problems in Operations Research
- Production and Inventory Control
- Mathematical Programming
- Stochastic Processes in Operations Research
- Special Seminar in Operations Research Applications and Case Studies

Those enrolled will have the opportunity to observe and participate in the industrial Operations Research activity going on at Case and will be

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able to discuss their own company's problems with senior members of the Case Operations Research Group.

Prerequisites for the Program are a degree in science or engineering, knowledge of mathematics through differential equations and knowledge of introductory statistics or probability.

UNITED STATES ARMY SECURITY AGENCY

The United States Army Security Agency Training Center and School at Fort Devens, Massachusetts, offers a number of Army courses by correspondence. This instruction is available to all members of the United States military service, to eligible civilian employees of the Department of Defense, to ROTC students and to others specifically authorized to enroll by the Commanding General.

Some of the courses are:

- Basic Cryptography
- Electrical Fundamentals--D.C.
- Electrical Fundamentals--A.C.
- Map and Aerial Photograph Reading
- Elementary Cryptanalysis
- Traffic Analysis
- Radio Transmission Interception
- Tactics and Techniques of Wire Communication (Division)
- Tactics and Techniques of Radio Communication (Division)
- Map and Aerial Photography Reading II
- Wave Propagation and Antennas
- Electronic Intelligence
- AM Radio Receivers and Transmitters
- Tactical Radio Communication (Corps)
- Transmission Security and Analysis
- Frequency Prediction
- Introduction to Guided Missiles
- Chemical, Biological and Radiological Warfare
- Introduction to Psychological Warfare
- Mathematics
- Theory and Application of Electron Tubes
- Fundamentals of Radio
- Transistors
- FM Radio Receivers and Transmitters
- Electronic Test Equipment
- RF Transmission Lines
- Fixed Station Radio Fundamentals

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INSTITUTE FOR CAREER SCIENCE EXECUTIVES

The United States Civil Service Commission will conduct an Institute for Career Science Executives employed by the Federal government. This program is the second in a series which was begun in the Spring of 1959 under the title, "Management Institute for Leaders in Scientific and Professional Programs." The program will take place at the Stone House, National Institutes of Health, Bethesda, Maryland, from October 12 through October 20, 1960.

The Institute is designed to promote the effectiveness of scientists, engineers, and professional employees in their present duties by examining some of the techniques and concepts of administrative management, and to promote their future effectiveness as scientist-executives through study of important concepts and current issues relating to the organization and administration of the scientific and related activities of the Federal government.

The program will include such topics as formulation and financing of our national policy on science, levels of decision making in the Federal government, evaluation of scientific programs, the scientist as an individual in an organization, problems of career development and the utilization of scientists, and the role of a scientist in government.

Participation in this Institute is for Federal employees throughout the U. S. and is limited to those at the GS 14 or 15 level who are serving in supervisory positions in basic or applied research or who have responsibilities for formulating policy or program goals for scientific, engineering or professional programs in the physical or life sciences of the Federal government. The program will be appropriate for employees who are section and division chiefs, project leaders, project engineers, group chiefs, program directors. It will be limited to 50 participants and final selections will be made by the Civil Service Commission in consultation with the represented agencies.

Names of candidates nominated by Deputy Directors will be sent to the CSC by OTR no later than Monday, 22 August. Information on nominees should include name, office and home address, date of birth, position title, grade, professional or scientific affiliation (e.g., physicist, mechanical engineer, physician, mathematical statistician, etc.), highest academic attainment or academic grade equivalent, and a brief individualized statement of the objective to be served by the attendance of this nominee at the Institute.

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INFORMATION ON EDUCATION AROUND THE WORLD

If you need preliminary assistance in making an estimate of the general level of education reached by a student from abroad in terms of our own system of education, or if you are interested in an over-all picture of the basic organization of educational systems in various countries overseas, the Registrar, Office of Training, can be of service to you. Some information on many countries of possible concern is available in the Registrar's office along with a few selected references that may be helpful if you are seeking further details about the educational system of the country of your interest.

For example, on hand is a series of recent data (from June 1958 to the present) prepared by International Educational Specialists at HEW covering these topics:

Textbooks for Russian Schools

Report on New Source Book on Soviet Higher Education

A Brief Survey of The Soviet Educational Press

Final Examinations in the Russian Ten-Year School

Programs in Secondary Teacher Education in the USSR

An Analysis of the 5-Year Physics Program at Moscow State

The Popularization of Higher Education in Communist China

Education in Italy

The Recommendations of the 22d International Conference on
Public Education Geneva, July 1959

Selected Bibliography of Research Materials on Education in
the USSR

Selected Bibliography of General Readings on Education in the USSR

Selected Bibliography of Books and Articles on Education in
Albania, Bulgaria, Czechoslovakia, Estonia, Hungary, Latvia,
Lithuania, Poland, Rumania and Yugoslavia

Selected Bibliography of Books and Articles on Education in
Turkey

Selected Bibliography of Recent Materials Related to International
Education

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INFORMATION ON EDUCATION AROUND THE WORLD (cont'd)

There are also educational data on Austria, Belgium, Denmark, Poland, Grand Duchy of Luxembourg, Finland, England and Wales, Iceland, Italy, France, Ireland, Northern Ireland, The Netherlands, Scotland, Portugal, Norway, Israel, Turkey, Iraq, Sweden, The Swiss Confederation, Spain, Germany, Iran, and Saudi Arabia.

FINANCIAL MANAGEMENT INSTITUTE

The United States Civil Service Commission will conduct its third session of the 1960 Financial Management Institute for Federal employees from 31 October through 4 November 1960 at the National War College, Fort McNair, Washington, D. C. The Institute is being conducted with the advice and assistance of a committee of financial management officers from various Federal agencies.

The objective of the program is to develop a broader understanding of the field financial management as a whole by those employees who are presently engaged in performing financial management duties and whose experience has been centered predominantly in one of the component fields of financial management.

The program will include: (1) Interrelationship in the field of financial management, with emphasis on relationships of financial management to general management, financial organizational structure, and relationship of central agencies; (2) Concepts, practices and trends in budgeting, accounting, reporting, and other management controls including internal auditing; and (3) Financial management improvement through career development of personnel and innovations in financial management practice.

Participants must be in grades GS 11 through 13 (or equivalent), have at least two and less than twenty-one years of Federal civilian employment, and must be serving in one of the following class series:

GS-113	Fiscal and Financial Economics Series
GS-303	Management Analysis Series
GS-330	General Digital Computer Systems Series
GS-341	Administrative Assistant Officer Series
GS-510	Accounting Series
GS-560	Budget Administration Series
GS-1160	General Finance Series
GS-1510	Actuary Series) if in financial management
GS-1530	Statistics Series) functions

or performing comptroller or financial management officer duties.

Nominations must be submitted to the Civil Service Commission no later than 16 September 1960. Applications (Form 136) must be in the Office of the Registrar by 9 September 1960.

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SCHOOL OF WORLD BUSINESS AND INTERNATIONAL DEVELOPMENT

The School of World Business and International Development, which is a part of the State College at San Francisco, offers a unique training program for American and foreign nationals for overseas managerial activities. Courses are offered in world trade and international marketing, foreign operations management, transportation, international development and world area studies, foreign languages and literature, and basic technology.

Graduates in technical subjects may add business management or world business training through the graduate division and obtain the M. S. degree.

Among the twelve thousand students enrolled, there are about sixty countries represented and more than thirty-five nationalities. Both Americans and the nationals of other countries are trained together so that there is an interchange of ideas among students having different cultural backgrounds. Many faculty members have held high positions in large private enterprises or in Government and have spent considerable time abroad. Some are particularly well-qualified in business and public administration of the less developed countries of Asia, Africa, and Latin America.

The curricula have been developed and maintained in close cooperation with businessmen since the organization of the school in 1949, with the late L. M. Giannini, President of the Bank of America, as first chairman of the Board of Associates. The Board is comprised of the international business leaders of California.

ORIENTATION IN AUTOMATIC DATA PROCESSING - WASHINGTON, D. C.

A one-week, general orientation in Automatic Data Processing will be held in Washington, D. C., from 12 to 16 September. This orientation is the first week of an interdepartmental management intern program to be conducted by the U. S. Civil Service Commission, with assistance from other Federal agencies, from 12 September 1960 through 7 April 1961. About two hundred government employees will be accepted for the orientation whereas only twenty-five will be selected for the full program. An Agency employee has already been selected for the major segment. Staff personnel in grades GS 11 and above are eligible for the orientation phase and applications should be sent to the Registrar no later than Friday, 5 August.

The week's sessions are intended to provide a broad view of the field of ADP in terms of management uses and potentialities of such systems. Coverage will include the background of ADP, its present uses in Government and industry, trends in its application, integration of the system, and their management.

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INSTITUTE OF ADMINISTRATIVE MANAGEMENT

The Graduate School of Public and International Affairs, University of Pittsburgh, will hold its third Institute of Administrative Management from 3 October 1960 to 27 January 1961. The Institute is for officials of foreign governments who are being groomed for major responsibilities in directing administrative and organizational improvement work in their home countries and for American officials engaged in organization and management work.

The fee is \$1200 and covers educational expenses, including work materials, books, supplies, and some group activities, but does not include room, meals, transportation, and personal expenses. Agency candidates must be endorsed by their Deputy Directors and must have completed the OTR's Management Course.

TRANSPORTATION INSTITUTES - AMERICAN UNIVERSITY

The School of Business Administration of The American University has announced the dates of its transportation institutes for the Academic Year 1960-61. The programs will be available later.

- | | |
|-----------------|---|
| 7 - 18 Nov 1960 | 14th Air Transportation Institute |
| 9 - 20 Jan 1961 | 15th Institute on Railroad Management |
| 6 - 23 Mar 1961 | 13th Institute of Industrial Transportation
and Traffic Management |
| 1 - 11 May 1961 | 14th Ocean Shipping Management Institute |

LANGUAGE COURSES - AMERICAN UNIVERSITY

During the Fall Semester 1960, The American University will offer what it calls "intensive" language courses. These courses are scheduled to meet 5 hours per week (3 hours in class and 2 hours in laboratory). They are elementary courses, and will be offered in Arabic (classical), Chinese, French, German, Japanese, Russian, and Spanish. Intermediate courses will be given in French, German, and Spanish.

These courses are being offered in addition to The American University's usual courses in French, German, and Spanish which meets only 3 hours a week.

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NUCLEAR WEAPONS ORIENTATION - PENTAGON

The Defense Atomic Support Agency will present a series of four, two-day nuclear weapons orientations in the Pentagon during Fiscal Year 1961:

1 - 2 and 6 - 7 September 1960
6 - 7 and 9 - 10 February 1961

The Agency has a limited quota for attendance at these orientations. In order for the Chief, External Training Branch to meet registration requirements of the DASA, applications of employees of the Agency must be sent to the Registrar no later than Friday, 12 August. (Close of registration for the February '61 programs will be announced in a later Bulletin.) "Que" clearance is required for all applicants.

These non-resident presentations are extremely worthwhile but should not be considered as an adequate substitute for the five-day resident course conducted by the DASA at Sandia Base, Albuquerque, New Mexico. Important information and weapons displays must be excluded from these orientations.

AREA STUDIES - AMERICAN UNIVERSITY

Beginning with the Fall Semester 1960, the School of International Service of The American University has scheduled a number of seminars dealing with countries and regions of the World. Included are those on: China, Japan, the Soviet Union, the Far East, Middle East, Latin America, South and South East Asia, Western Europe, and Civilization of the United States.

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(When Filled In)

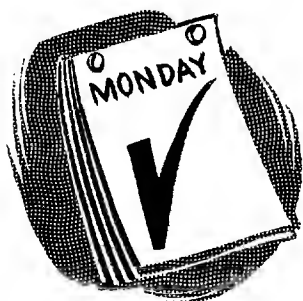
REQUEST FOR TRAINING AT NON-CIA FACILITY

(Forward original and 2 copies to OTR; 4th copy for retention)

NOTE: See Regulation
For professional full-time instruction, attach separate sheet showing academic background and professional experience.

TO: Director of Training **ATTN: Registrar**

1. NAME (First, Middle, Last)		2. GRADE	3. AGE	4. SEX MALE FEMALE	5. TITLE
6. LENGTH OF CIA SERVICE	7. OFFICE OR STAFF			8. DIVISION	9. EXTENS ON
10. NAME AND LOCATION OF NON-CIA FACILITY				11. INCLUSIVE DATES OF TRAINING	
12. TITLE AND BRIEF DESCRIPTION OF COURSE(S) TO BE TAKEN					
13. SPECIFIC OBJECTIVES AND LEVEL OF PROFICIENCY TO BE ATTAINED (Relate to assignment)					
14. IF REQUESTED TRAINING INCLUDES LANGUAGE TRAINING, SUMMARIZE PREVIOUS LANGUAGE TRAINING AND EXPERIENCE (Dates and places)					
15. ESTIMATED EXPENSES (Consult OTR for details).				16. IS REQUESTED TRAINING INCLUDED IN OFFICE'S ESTIMATE OF EXTERNAL TRAINING REQUIREMENTS FOR APPROPRIATE FISCAL YEAR?	
\$	REGISTRATION, TUITION, FEES			YES	
	TRAVEL, PER DIEM			NO	
	OTHER				
\$	TOTAL				
17. REQUESTER PAID FROM		18. REQUESTER HAS COVER		19. REQUIRES COVER	
VOUCHERED FUNDS		YES		YES	
CONFIDENTIAL FUNDS		NO		NO	
20. I INTEND TO MAKE CIA A CAREER: IF REQUIRED I WILL SIGN A TRAINING AGREEMENT		SIGNATURE OF REQUESTING INDIVIDUAL		DATE	
21. CAREER SERVICE BOARD APPROVAL OF THIS REQUEST		SIGNATURE		DATE	
22. THE REQUESTED TRAINING IS CONSIDERED TO BE IN CONSONANCE WITH THE GOVERNMENT EMPLOYEES TRAINING ACT		SIGNATURE OF OFFICE CHIEF		DATE	
23. CCD CONCURRENCE (Only if item 18 or 19 is affirmative)		SIGNATURE OF CHIEF, CCD		DATE	
24. OTR APPROVAL		SIGNATURE OF DIRECTOR OF TRAINING		DATE	

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Registrar's REMINDERS

Dates of all OTR courses for the remainder of 1960 are listed in this section. Some have been changed from those originally published in the 1960 Schedule of Courses. When this is the case we have marked the new date with an asterisk. We have also modified the closing dates for registration so that they are more in line with the time required to process admissions in the Registrar's Office.

Applications (Form 73) for courses are sent through Training Officers who notify applicants of acceptance.

	<u>Course</u>	<u>Close of Registration</u>	<u>Dates of Course</u>
25X1A6a	Administrative Procedures (Ft-120 hrs) 136, [REDACTED] (Indicate Phase)	17 Aug 12 Oct	22 Aug - 9 Sep 17 Oct - 4 Nov
25X1A6a	Budget and Finance Procedures (Ft-80 hrs) 132, [REDACTED]	12 Sep 7 Nov	19 Sep - 30 Sep 14 Nov - 25 Nov
	CIA Review (Pt-2 hrs) 117 Central	Register with TO	9 Aug 13 Sep 11 Oct 8 Nov 13 Dec
	Clerical Refresher Program (Pt-20 to 30 hrs) 508, 1016 16th Street Pre-test for Shorthand on the <u>Thursday</u> before beginning date of course. Hours for test: 0930-1100	8 Sep 13 Oct 17 Nov	12 Sep - 7 Oct 17 Oct - 10 Nov 21 Nov - 16 Dec
	Communist Party Organization & Operations (Pt-80 hrs) 0830-1230 2103 Alcott	29 Aug 9 Nov	6 Sep - 30 Sep * 14 Nov - 9 Dec

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<u>Course</u>	<u>Close of Registration</u>	<u>Dates of Course</u>
Conference Techniques (Pt-24 hrs) Mon, Wed 0930-1130 2025 R&S	17 Oct	24 Oct - 30 Nov
Dependents Briefing (Ft-6 hrs) 117 Central	Register with TO	6 Sep - 7 Sep 4 Oct - 5 Oct 1 Nov - 2 Nov 6 Dec - 7 Dec
Effective Speaking (Pt-24 hrs) Mon, Wed 0930-1130 2025 R&S	6 Sep 28 Nov	12 Sep - 19 Oct 5 Dec - 30 Jan 61
Effective Writing (Pt-20 hrs) Tues, Thurs 0845-1045 2025 R&S	26 Sep	4 Oct - 3 Nov
Intelligence Orientation (Ft-120 hrs) R&S Auditorium	26 Sep 7 Nov	3 Oct - 21 Oct * 14 Nov - 2 Dec *
Intelligence Research - Techniques (Ft-160 hrs) OSI Only OSI and/or ORR	29 Aug 17 Oct	6 Sep - 30 Sep 24 Oct - 18 Nov
Management (Pt-40 hrs) 0830-1230 25X1A6a 155, [REDACTED] GS 11-13 GS 14 and above	19 Sep 17 Oct	26 Sep - 7 Oct * 24 Oct - 4 Nov
Operations Support (Ft-200 hrs) 25X1A6a 136, [REDACTED]	6 Sep 31 Oct	12 Sep - 14 Oct 7 Nov - 9 Dec

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	<u>Course</u>	<u>Close of Registration</u>	<u>Dates of Course</u>
25X1A6a	Supervision (Pt-40 hrs) 0830-1230 155, [REDACTED] GS 5-9 GS 11-12	3 Oct 28 Nov	10 Oct - 21 Oct 5 Dec - 16 Dec
25X1A6a	Survey of Supervision and Management (Pt-20 hrs) 0830-1230 155, [REDACTED]	21 Nov	28 Nov - 2 Dec
	Writing Workshop (Pt-27 hrs) Basic Intermediate Advanced (DDS)	6 Sep 10 Oct 6 Sep	12 Sep - 6 Oct 17 Oct - 10 Nov 12 Sep - 6 Oct
	1st Wk: Mon, Tues, Thurs Last 3 Wks: Tues, Thurs 0900-1200 Pretests for the Intermediate and Advanced Writing Workshops will be given: 6 Sep (1330 hours, 1331 R&S) 10 Oct		
	Basic Country Survey - USSR (Pt-60 hrs) 0830-1230) 2103 Alcott	19 Oct	24 Oct - 11 Nov

OPERATIONS COURSES

<u>Code</u>		<u>Close of Registration</u>	<u>Dates of Course</u>
402 (Ft)	240 hrs.	14 Sep	3 Oct - 10 Nov *
407 (Pt)	60 hrs.	28 Sep 23 Nov	3 Oct - 21 Oct * 28 Nov - 16 Dec
409 (Ft)	80 hrs.	21 Sep 23 Nov	26 Sep - 7 Oct * 28 Nov - 9 Dec *
416 (Ft)	160 hrs.	8 Aug 31 Oct	22 Aug - 16 Sep 14 Nov - 9 Dec

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<u>Code</u>		<u>Close of Registration</u>	<u>Dates of Course</u>
417 (Ft)	120 hrs.	8 Sep 19 Oct	12 Sep - 30 Sep 24 Oct - 11 Nov *
418 (Pt)	4 hrs.	10 Oct 12 Dec	12 Oct 14 Dec
420 (Ft)	120 hrs.	7 Sep 12 Oct 23 Nov	12 Sep - 30 Sep 17 Oct - 4 Nov 28 Nov - 16 Dec
421 (Pt)	80 hrs.	28 Sep	3 Oct - 28 Oct *
425 (Ft)	160 hrs.	10 Oct	24 Oct - 18 Nov
427 (Pt)	40 hrs. (afternoons)	30 Nov	5 Dec - 16 Dec *
428 (Ft)	40 hrs.	5 Oct 9 Nov	10 Oct - 14 Oct 14 Nov - 18 Nov
429 (Pt)	60 hrs.	28 Sep 9 Nov	3 Oct - 21 Oct * 14 Nov - 2 Dec *
430 (Ft)	180-232 hrs.	17 Oct	31 Oct - 2 Dec
436 (Ft)	160 hrs.	26 Sep	24 Oct - 21 Nov
439 (Ft)	160 hrs.	7 Nov	21 Nov - 16 Dec *
442 (Ft)	80 hrs.	26 Oct	31 Oct - 10 Nov

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Registration dates for intensive (full-time) study have been established well in advance of the starting dates of courses to ensure sufficient time for the Qualifications Review Panel to consider each application. The panel's approval must be obtained before enrollment will be authorized.

Applications are sent to the Registrar through Training Officers. Students who intend to take one or more phases of a course must submit an application for each phase and may submit all applications when they first apply.

Full-time study includes reading, writing and speaking; part-time is as identified.

<u>Course</u>	<u>Close of Registration</u>	<u>Dates of Course</u>
<u>Full-time</u>		
Arabic (Basic) 1600 hrs. (Lebanese-Palestinian dialect)	6 Sep	17 Oct - 18 Aug 61
Chinese (Basic) 1600 hrs.	15 Aug	26 Sep - 28 Jul 61
Chinese (Advanced) 1600 hrs.	22 Aug	3 Oct - 4 Aug 61
Czech (Basic) 1600 hrs.	15 Aug	26 Sep - 28 Jul 61
French (Basic) 800 hrs.	1 Aug	12 Sep - 10 Feb 61
German (Basic) 800 hrs.	8 Aug	19 Sep - 17 Feb 61
German (Intermediate) 400 hrs.	15 Aug	26 Sep - 2 Dec
Japanese (Basic) 1600 hrs.	----	26 Sep - 28 Jul 61 (Canceled)
Polish (Basic) 1600 hrs.	15 Aug	26 Sep - 28 Jul 61
Russian (Basic) 1600 hrs.	15 Aug	26 Sep - 28 Jul 61
Russian (Intermediate) 520 hrs.	29 Aug	10 Oct - 20 Jan 61
Spanish (Basic) 800 hrs.	8 Aug	19 Sep - 17 Feb 61
<u>Part-time</u>		
Albanian (Basic) 90 hrs. Reading - Phase I Three 2-hour classes a week	12 Sep	26 Sep - 20 Jan 61
Arabic - Classical (Basic) 160 hrs. Reading Two 2-hour classes a week	19 Sep	3 Oct - 21 Jul 61
Arabic - Classical (Workshop) 80 hrs. Reading One 1-hour class and One 3-hour class a week	26 Sep	10 Oct - 10 Mar 61

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<u>Course</u>	<u>Close of Registration</u>	<u>Dates of Course</u>
Bulgarian (Basic) 90 hrs. Reading - Phase I Three 2-hour classes a week	12 Sep	26 Sep - 20 Jan 61
Chinese (Basic) 120 hrs. RSW - Phase III Three 2-hour classes a week	29 Aug	12 Sep - 10 Feb 61
Chinese (Basic) 120 hrs. RSW - Phase I Three 2-hour classes a week	29 Aug	12 Sep - 10 Feb 61
Czech (Basic) 90 hrs. Reading - Phase I Three 2-hour classes a week	12 Sep	26 Sep - 20 Jan 61
East European Languages 60 hrs. (Albanian, Bulgarian, Czech, Hungarian, Polish, Serbo-Croatian) Workshop - Reading One 3-hour class and One 1-hour class a week	12 Sep	26 Sep - 20 Jan 61
French (Basic) 100 hrs. RSW - Phase I Five 2-hour classes a week	19 Sep	3 Oct - 9 Dec
French (Intermediate) 60 hrs. RSW Three 2-hour classes a week	19 Sep	3 Oct - 9 Dec
French (Basic) 60 hrs. Reading Three 2-hour classes a week	19 Sep	3 Oct - 9 Dec
German (Basic) 120 hrs. RSW - Phase I Three 2-hour classes a week	6 Sep	19 Sep - 17 Feb 61
German (Basic) 120 hrs. RSW - Phase II Three 2-hour classes a week	6 Sep	19 Sep - 17 Feb 61
German (Basic) 60 hrs. Reading - Phase II Three 2-hour classes a week	6 Sep	19 Sep - 25 Nov

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<u>Course</u>	<u>Close of Registration</u>	<u>Dates of Course</u>
Greek (Basic) 100 hrs. RSW - Phase II Five 1-hour classes a week	15 Aug	29 Aug - 27 Jan 61
Italian (Basic) 100 hrs. RSW - Phase I Five 2-hour classes a week	19 Sep	3 Oct - 9 Dec
Italian (Basic) 60 hrs. RSW - Phase III Three 2-hour classes a week	6 Sep	19 Sep - 25 Nov
Italian (Intermediate) 60 hrs. RSW Three 2-hour classes a week	19 Sep	3 Oct - 9 Dec
Italian (Basic) 60 hrs. Reading Three 2-hour classes a week	19 Sep	3 Oct - 9 Dec
Japanese (Basic) 120 hrs. RSW - Phase III Three 2-hour classes a week	29 Aug	12 Sep - 10 Feb 61
Japanese (Basic) 120 hrs. RSW - Phase I Three 2-hour classes a week	12 Sep	26 Sep - 24 Feb 61
Polish (Basic) 90 hrs. Reading - Phase I Three 2-hour classes a week	12 Sep	26 Sep - 20 Jan 61
Polish (Intermediate) 40 hrs. Seminar - RS One 2-hour class a week	12 Sep	26 Sep - 19 May 61 (Not previously scheduled)
Polish (Advanced) 40 hrs. Seminar - RS One 2-hour class a week	12 Sep	26 Sep - 19 May 61 (Not previously scheduled)
Romanian (Basic) 100 hrs. RSW - Phase I Five 2-hour classes a week	19 Sep	3 Oct - 9 Dec
Romanian (Basic) 60 hrs. RSW - Phase III Three 2-hour classes a week	6 Sep	19 Sep - 25 Nov

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<u>Course</u>	<u>Close of Registration</u>	<u>Dates of Course</u>
Romanian (Intermediate) 60 hrs. RSW Three 2-hour classes a week	19 Sep	3 Oct - 9 Dec
Romanian (Basic) 60 hrs. Reading Three 2-hour classes a week	19 Sep	3 Oct - 9 Dec
Russian (Familiarization) 24 hrs. Two 1-hour classes a week	12 Sep	26 Sep - 16 Dec
Russian (Basic) 120 hrs. RSW - Phase I Three 2-hour classes a week	12 Sep	26 Sep - 24 Feb 61
Russian (Basic) 120 hrs. RSW - Phase II Three 2-hour classes a week	12 Sep	26 Sep - 24 Feb 61
Russian (Basic) 120 hrs. RSW - Phase III Three 2-hour classes a week	12 Sep	26 Sep - 24 Feb 61
Russian (Intermediate) 120 hrs. RSW Three 2-hour classes a week	12 Sep	26 Sep - 24 Feb 61
Russian (Advanced) 120 hrs. RSW Three 2-hour classes a week	12 Sep	26 Sep - 24 Feb 61
USSR Integrated Area-Language 90 hrs. RSW - Phase I Three 2-hour classes a week	12 Sep	26 Sep - 20 Jan 61
Russian (Intermediate) 64 hrs. Seminar - RS One 2-hour class a week	12 Sep	26 Sep - 19 May 61
Russian (Advanced) 64 hrs. Seminar - RS One 2-hour class a week	12 Sep	26 Sep - 19 May 61
Russian (Basic) 90 hrs. Reading - Phase I Three 2-hour classes a week	12 Sep	26 Sep - 20 Jan 61

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<u>Course</u>	<u>Close of Registration</u>	<u>Dates of Course</u>
Russian (Intermediate) 90 hrs. Reading - Phase I Three 2-hour classes a week	12 Sep	26 Sep - 20 Jan 61
Russian (Intermediate) 90 hrs. Reading - Phase II Three 2-hour classes a week	12 Sep	26 Sep - 20 Jan 61
Russian (Intermediate) 90 hrs. Reading - Science & Technology I Three 2-hour classes a week	12 Sep	26 Sep - 20 Jan 61
Russian (Intermediate) 90 hrs. Reading - Science & Technology II Three 2-hour classes a week	12 Sep	26 Sep - 20 Jan 61
Russian (Intermediate) 90 hrs. Reading - Economic & Political I Three 2-hour classes a week	12 Sep	26 Sep - 20 Jan 61
Russian (Intermediate) 90 hrs. Reading - Economic & Political II Three 2-hour classes a week	12 Sep	26 Sep - 20 Jan 61
Russian (Basic) 200 hrs. Reading - Special Five 1-hour classes a week	12 Sep	26 Sep - 28 Jul 61
Russian (Workshop) 128 hrs. Reading One 1-hour class and One 3-hour class a week	12 Sep	26 Sep - 19 May 61
Spanish (Basic) 100 hrs. RSW - Phase I Five 2-hour classes a week	19 Sep	3 Oct - 9 Dec
Spanish (Intermediate) 60 hrs. RSW Three 2-hour classes a week	19 Sep	3 Oct - 9 Dec
Spanish (Basic) 60 hrs. Reading Three 2-hour classes a week	19 Sep	3 Oct - 9 Dec

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<u>Course</u>	<u>Close of Registration</u>	<u>Dates of Course</u>
Turkish (Basic) 100 hrs. RSW - Phase II Five 1-hour classes a week	15 Aug	29 Aug - 27 Jan 61
Turkish (Basic) 100 hrs. RSW - Phase III Five 1-hour classes a week	15 Aug	29 Aug - 27 Jan 61
Uzbek (Workshop) 40 hrs. Reading One 2-hour class a week	29 Aug	12 Sep - 10 Feb 61

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✓ Information Reports Familiarization (Pt-40 hrs - p.m.)

(Headquarters - [REDACTED])

5 Dec - 16 Dec

Primarily for intelligence and administrative assistants who are under consideration for assignment as junior reports officers or who have field assignments involving responsibility for putting into final form both CS-type and cable information reports. Official format as applied to each kind of information report and some of the reasoning behind the development of such format are presented in lectures during the first two afternoons. The rest of the time, 34 hours, is devoted to laboratory practice in which students prepare cables and CS-type reports. ✓

✓ Information Reporting, Reports and Requirements (Ft-120 hrs)

(Headquarters - [REDACTED])

12 Sep - 30 Sep

24 Oct - 11 Nov

For Clandestine Services personnel whose responsibilities are directly associated with reporting of intelligence and operations information. Lectures introduce general principles and official policies and procedures. Practical exercises cover the entire cycle of reporting--getting a general requirement, collecting information, making an operations report, writing a raw information report, and putting the raw report into the finished form. Further practice with live reports material enables the student to meet the general requirement that all field intelligence officers are able to prepare cable and pouch information reports that will not need further processing at headquarters. ✓

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